

# EvaluationKIT Steering Committee

## Wednesday, January 21, 2015

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### Meeting Agenda

1. Quick project status update – 11:00-11:10
  - a. Fall pilot hard knocks lessons – data quality !!
  - b. [Response rates](#)
  - c. Survey to investigate response rate causal factors
  - d. Other post-mortem steps needed?
2. Select spring participants – Fall participants plus – 11:10-11:15
  - a. Engineering
  - b. Art & Science
  - c. Education (3 departments only)
  - d. Others?
3. Key questions to enable spring planning and administration to move forward 11:15-11:25
  - a. Should mid-course evaluations be offered to fall pilot participants?
  - b. Enable faculty custom questions for fall pilot participants?
  - c. Will we restrict survey deployment options to a few standard templates to simplify administration?
  - d. Others?
4. Policy issues and UNM-wide questions 11:25-11:40
  - a. Faculty Senate Teaching Enhancement Committee (TEC) has agreed to work on questions.
  - b. Will TEC also work on policy issues? If not, who will?
    - i. Survey content requirements
      1. Will UNM adopt a set of standard questions included in all surveys? If so, what are they?
      2. Will UNM populate an institutional question bank from which questions can be chosen and/or enable schools, departments, and instructors to create their own?
    - ii. Confidentiality of (access to) survey respondents
      1. Is existing language too weak, about right, not strong enough?
      - 2. Who gets to see what data/reports and under what conditions?**
      3. Do students or the public get to see any of it?
    - iii. Administration
      1. How will control over survey content and administration be distributed among academic affairs, schools & departments, faculty, central IT services? - **Is this a Faculty Senate issue?**

- iv. Tool specificity
  - 1. Should use of a UNM-approved tool be required?
- v. Other questions?
- c. Can this work be completed in time for spring end-of-semester evaluations (approx. April 10)? If not, what's Plan B?
- 5. Marketing plan review – 11:40-11:50
  - a. [Current web site](#)
  - b. Web site update plans
    - i. Create a shorter link (redirection) for the authenticated access (will redirect to <https://unm.evaluationkit.com/MyEval/LoginCAS.aspx?id=c0FiNz4YFG9WYkjrugsuA%3d%3d>)
    - ii. Put the above link in a VERY obvious place on the main page (e.g., as a BIG BUTTON).
    - iii. Split content for different audiences – department chairs/admins, faculty, students
    - iv. Improve on FAQ model (e.g., add additional content types, group large FAQ sets into meaningful subsets, ...)
    - v. Add training material links – Vendor-supplied content for now, UNM –supplied later
    - vi. Others?
    - vii. Do this by Feb 9 or 10
  - c. Flyer for posting in faculty mailrooms and similar places – targeted for Feb 9/10
  - d. Other?
- 6. UCAMM names – 11:50-11:55
  - ProfessorRate
  - Grade Your Prof.
  - Prof.Eval
  - Course Eval
  - Lobo Grade

**TIME PERMITTING:**

- 1. IDEA sunset
- 2. F2F training
  - May-June?
  - Department Admins, Chairs, Faculty